

AWARDS TO FEDERAL EMPLOYEES
BY NON-GOVERNMENTAL ORGANIZATIONS

Information Needed For Submission of Nominations

ARTHUR S. FLEMMING AWARD

Standards of competition.

- a. A specific accomplishment for which the nominee is primarily responsible, resulting in a material improvement in service, a substantial financial savings to the Government or significant social or technological progress.
- b. Outstanding executive, scientific or technical ability or performance which has been displayed by the nominee during the year, but which is not necessarily connected with or related to a specific accomplishment or project.

Data required for submission of nominations.

1. A specific justification, not exceeding three typewritten pages, citing examples and details in support of the nomination.
2. Personal data
 - a. Name of nominee.
 - b. Date of birth.
 - c. Title and grade.
 - d. Organizational location.
 - e. Residence address.
 - f. Marital status.
 - g. Wife's name, names and ages of children.
 - h. Education - high school-college.
 - i. Degrees - dates.
 - j. Four copies of a recent photograph of nominee.
 - k. Comments on any significant extra curricular activities or organizations in which the nominee has participated. This can include participation in professional societies, social welfare activities, church activities, etc.

WILLIAM A. JUMP MEMORIAL AWARD

Standards of competition.

Performance over a considerable period of time which demonstrates unusual competence and interest in public administration, endowment for leadership, creative thinking, and close adherence to the basic principles of enlightened public service.

Data required for submission of nominations.

1. Name and address of nominee.
2. Organizational location.
3. Date of birth.
4. Salary, grade and title of present position.
5. Resume of employment experience and educational background.
6. Statement of past and present work performance, including evidence of progressive development or specific accomplishments, personal qualities for leadership, and other factors which reflect substantial high level performance and unusual competence in the field of public administration.

CAREER SERVICE AWARDS--NATIONAL CIVIL SERVICE LEAGUE

Standards of competition.

1. Competence and Efficiency
A record of competence or other evidence of sustained efficiency to the extent that they help demonstrate and emphasize outstanding careers.
2. Character
A record of integrity and devotion to the principles of public service both on the job and in private life.
3. Continuity of Service.
At least 15 years (including military service). Not necessarily all in one agency. This service must give evidence of progression in the nominee's career and not merely reflect length of service.
4. Other considerations.
 - a. Special efforts by the individual to prepare for service and qualify for advancement--both prior to and after entering the career service.
 - b. Human interest factors especially related to the career service.

Data required for submission of nominations

1. A justification in terms of the standards of competition.
2. Personal data.
 - a. Name of nominee
 - b. Title and grade
 - c. Organizational location
 - d. Residence address
 - e. Marital status--Wife's name--number of children
 - f. Education--high school--college--degrees
3. Comments on civic or other similar activities or organizations in which the nominee has participated. This can include participation in welfare activities, church activities, etc.

ROCKEFELLER PUBLIC SERVICE AWARDS

Standards of competition

The program is open to federal career employees whose performance has been distinguished by intellectual maturity, leadership, character and competence and who evidence a sincere interest in public service as a career. The program is open to federal civilian personnel whether they be employed in Washington or in the field and without preferential regard to such factors as professional interests, sex, creed, color or national origin. The essential criterion is evidence of demonstrated value of the employee to the government service and evidence of future value in terms of general promise of usefulness or in terms of a specific future assignment. Candidates need not be graduates of a college or university.

General Conditions.

The candidate's proposed course of educational activity should provide for maximum personal enrichment and self-development. Although the awards are not intended to subsidize government research that should be conducted on a normal on-duty basis or that should be financed through currently available appropriation procedures, cases will inevitably occur in which the applicant's project and an agency's interest dovetail. In such cases the staff of the Rockefeller Public Service Awards will reserve the right to work out with the individual and with the agency concerned an appropriate allocation of time and finances.

The awards will be sufficient to enable each recipient, at no financial sacrifice to himself, to spend normally not less than six nor more than nine months in residence at an institution of the individual's choice, or in some comparable educational activity.

To minimize the difficulties involved in releasing an outstanding employee from active duty, an award recipient may initiate his study program at any time within one year following his acceptance of an award.

Data required for submission of nominations.

The following information should be submitted on each officially nominated candidate:

1. Full name of candidate
2. Present post office address
3. Date and place of birth
4. Marital status and number of dependents
5. Activity at which employed
6. Title of present position, classification and salary
7. Name of immediate supervisor
8. Brief description of candidate's present duties and responsibilities
9. Chronological resume of federal employment
 - (a) Organization (b) Position, (c) Salary, (d) Name of immediate supervisor, (e) Dates.
10. Resume of candidate's non-federal employment covering
 - (a) Organization, (b) Position, (c) Salary, (d) Name of immediate supervisor, (e) Dates.
11. Military service record (if any)
12. Resume of educational background covering
 - (a) Secondary School (dates); (b) College or University (dates) major subject, degrees (c) Academic honors.
13. Any other relevant factors in the candidate's background.
14. The candidate's proposed off-the-job program of study, research, or other educational activity. In a supplementary statement of 500-750 words, the candidate should outline the nature of his proposed educational activity or project; the desirable time schedule; the proposed place(s) of off-the-job training (for example, institutions of higher learning, laboratories, public or private agencies, geographic areas). In addition, the candidate should relate his proposed program to his career objectives, indicating in what ways the program may enlarge his capacity for serving the public.
15. References. The candidate should submit letters, in triplicate, from three or more persons competent to provide:
 - (a) evidence of the candidate's attainments and career potential and
 - (b) an appraisal of his proposed program.

The letters should be addressed to the Committee on Selection, Princeton University, and forwarded with the application.

16. The candidate may list or submit publications, reports, significant memoranda, or other specimens of his work. A self-addressed envelope and postage for the return of the material should be enclosed with the application; or the material may be returned by express collect if requested. The application should be dated and signed by the applicant.

GENERAL DATA ON EXTERNAL AWARDS FOR FEDERAL EMPLOYEES, BASED ON GOVERNMENT-WIDE CONSIDERATION OF CANDIDATES

Attachment 1, DC849(1)

NAME OF AWARD	ARTHUR S. FLEMING AWARD	WILLIAM A. JUMP MEMORIAL AWARD	NATIONAL CIVIL SERVICE LEAGUE CAREER SERVICE AWARDS	ROCKEFELLER PUBLIC SERVICE AWARDS
PURPOSE OF THE AWARD	Recognition of young men employed by the Federal Government who have performed unusual and outstanding work in <u>executive, administrative, technical, and scientific fields.</u>	Recognition of Federal Government employees who render outstanding service in the field of <u>public administration</u> or who make notable contributions in this field to the efficiency and quality of the public service.	Bringing to national prominence some of the significant <u>careers</u> in the Federal service.	Special recognition for outstanding public service by Federal employees. Provide incentive for additional talented individuals to enter Government service and to continue their study, development, and advancement.
NATURE OF AWARD	Praque and Gold Distinguished Service Award Key.	Gold Key and Certificate of Merit. As resources permit, grants given for further education or specialized experience.	Scroll and watch.	Monetary grants to allow recipients to carry on six to nine months study to obtain additional education or specialized experience.
AWARD GRANTED BY	Junior Chamber of Commerce of Washington, D. C.	William A. Jump Memorial Foundation.	National Civil Service League.	Trustees of Princeton University.
SELECTIONS MADE BY	Committee chosen by the Junior Chamber of Commerce of Washington, D. C.	William A. Jump Memorial Award Committee	Executive Committee of National Civil Service League.	Committee made up of outstanding citizens.
LIMIT ON NUMBER SELECTED	Ten. (Five from administrative and executive fields, and five from technical and scientific fields.)	One, unless unusual circumstances call for more, plus three honorable mention certificates.	Ten.	Five to ten. (Can be from any field of
NOMINATIONS MADE BY	Employing Agencies.	Employing Agencies.	Employing Agencies.	Employing Agencies. Personal applications may also be submitted.
LIMIT ON NUMBER NOMINATED	None.	One from each agency.	Five.	None.
AGE REQUIREMENTS	Below 40 within calendar year during which awards are granted.	Below 36 within calendar year preceding grant of award.	None.	Prefer ages 35 to 50.
SEX OF CANDIDATES	Male only.	Male and female.	Male and female.	Male and female.
PERIOD OF SERVICE ON WHICH AWARD IS BASED	Preceding Fiscal Year.	A considerable period of time.	At least 15 years Federal Service, including military service.	At least five years Federal Service.
FREQUENCY OF GRANTING OF AWARDS	Annually.	Annually.	Annually.	Annually.
CLOSING DATE FOR NOMINATIONS	November 1.	February 1.	May 1.	October 1.
WHERE AND WHEN PRESENTED	Annual Fleming Awards, Luncheon, Washington, D. C.	Annual Department of Agriculture Honor Awards Ceremony, Washington, D. C.	Annual Awards Dinner, Washington, D. C.	Not specified.